# Job Description

| | |
|---|---|
| **Post** | Company Partnerships Fundraiser (permanent, full-time) |
| **Job Ref** | F/31 |
| **Location** | Flexible working from home with hub-based office days to attend quarterly meetings throughout the year |
| **Department** | Fundraising Directorate (Community, Company and Events Team) |
| **Reporting to** | Community and Events Fundraising Manager |
| **Responsible for** | This post has no direct reports |

## Job Summary

Myeloma UK is the only UK charity focused on myeloma and its related conditions. We provide support and campaign for access to treatments, while researching a cure.

This role is an exciting opportunity for a driven and ambitious individual to join our Community Company and Events Team as **Company Partnerships Fundraiser**, supporting the delivery of our ambitious fundraising strategy.

The postholder will play a key role in **growing income from companies and organisations across the UK**, developing strong partnerships, and delivering engaging fundraising opportunities that inspire support for Myeloma UK.

They will develop and deliver fundraising products and processes to manage company and organisation partnership.

They will build on local company opportunities often identified by the Community Fundraisers and promote Myeloma UK's exciting range of events to encourage participation and support, as well as proactively identify new opportunities for company support.

They will be a confident communicator, providing excellent stewardship and regularly meeting with supporters and prospective supporters as well as attending events where necessary.

As part of the Public Fundraising Team they will work with colleagues, maximising cross team collaboration through identifying wider fundraising opportunities; they will help identify community, events, major donor, and legacy leads which can then be developed further by the relevant fundraising specialist in the team. They will travel within the UK as required by the role and network with other Myeloma UK colleagues to maximise engagement opportunities and income.

This is a varied and exciting role as they will be required to work with a range of internal and external stakeholders. It is a great opportunity to join a dynamic team and develop their fundraising career in a patient centred charity that makes a real difference to people living with myeloma and their families.

## Key Deliverables

### 1. Main duties and responsibilities

- Support our community company and events fundraising strategy by developing and growing income from **company and organisational supporters**, contributing to team income targets and KPIs

- Provide the highest quality of stewardship and supporter journey to maximise engagement, retention and build a sustainable pipeline of support.

- Work collaboratively with Community Fundraisers to develop corporate opportunities arising from local supporter activity

- Work collaboratively with Event Fundraisers to ensure a detailed knowledge of all events available and proactively target companies for support

- Represent Myeloma UK at meetings, events, and networking opportunities to build awareness and generate support

- Work with the Communications and Brand Team to develop company fundraising assets to help market and promote company fundraising activities

- Maximise use of database and other technology to increase operational efficiency within public fundraising

- Ensure that appropriate and up-to-date financial and supporter records are maintained, accurate and accessible on our database and all fundraising administration is undertaken efficiently and to a high standard on our database

- Work with the wider Fundraising Team to ensure close working and communication between team.

- Assist with project planning, management, evaluation and work reporting across community company and event fundraising activity

- Support the preparation and delivery of the fundraising budget in line with the activity plan and organisational fundraising strategy.

- Report performance and variances and work with the Community Company Events Fundraising Manager on reforecast and conducting any contingency planning

- Ensure all activity is delivered in line with fundraising best practice, compliance, and organisational strategy

## 3. General

Continuous improvement, developing skills, adhering to organisational quality standards, and teamwork underpin all roles at Myeloma UK.

General responsibilities include:

- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role
- This role will require some essential travel throughout the UK; therefore, the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required. Occasional evening and weekend work may be required for attending events and meeting supporters
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

# Person Specification

| Area | Essential | Desirable |
|---|---|---|
| **Experience and Education** | • Experience working in a customer focused environment<br>• Successful and demonstrable experience of developing relationships for long-term benefit<br>• Experience of delivering projects/activities | • Experience in fundraising, partnerships, or business development (ideally with corporate audiences)<br>• Marketing and communications experience |
| **Skills** | • Demonstrate success in building effective relationships<br>• Excellent communication skills<br>• Excellent organisational and IT skills<br>• Strong administration skills and attention to detail<br>• Ability to be flexible with your workload and prioritise effectively<br>• Ability to work as part of a team<br>• Excellent relationship management skills<br>• Ability to follow procedures accurately | • Experience of using Raiser's Edge or similar CRM system<br>• Experience of delivering a supporter journey to maximise engagement |
| **Personal** | • Self-motivated and dedicated team player. Ability to work remotely<br>• Commitment and desire to make a difference<br>• Ability to manage a wide range of tasks and work well under pressure<br>• Ability to work to deadlines and prioritise<br>• Flexibility and willingness to develop and expand role<br>• Reliable and trustworthy<br>• Team player | |

# Terms and Conditions

| | |
|---|---|
| **Post** | Company Partnerships Fundraiser<br>(permanent, full-time) |
| **Salary** | £31,555 - £34,392 |
| **Probation period** | Three months |
| **Hours of work** | The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme, and details will be provided by the Head of HR and Operations.<br>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required. |
| **Holidays** | Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays. |
| **Pension scheme** | Myeloma UK complies with its auto-enrolment obligations and offers a 7% pension contribution to all staff. |
| **Premises** | Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG. |